



## DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK  
990 STEWART AVENUE  
2ND FLOOR, SUITE 220  
GARDEN CITY, NY 11530-4858

NAVCRUITDISTNYINST 1620.1

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AUG -8 2014

### NAVCRUITDIST NEW YORK INSTRUCTION 1620.1

Subj: EXTRA MILITARY INSTRUCTION (EMI) FOR SERVICEMEMBERS

Ref: (a) R.C.M 306(c) (2), MCM, (2008 Edition)  
(b) JAG Manual, Section 0103  
(c) OPNAVINST 3120.32D  
(d) COMNAVCROUTCOMINST 1620.1B (HDQ)

Encl: (1) EMI Assignment Format

1. Purpose. To establish the policy, procedure, and authority to administer EMI to personnel assigned to Navy Recruiting District (NRD) New York.

2. Background. Per reference (a), the Commanding Officer (CO) has the authority to delegate the administration of EMI to certain Officers, Chief Petty Officers and Petty Officers. References (a) through (d) provide guidance and procedure to be used when EMI is assigned.

3. Definition. EMI is extra military duty in which an individual is deficient and is intended to correct that deficiency. EMI is an administrative measure authorized under reference (a) as a bona fide training device intended to improve efficiency of a command or unit and must, therefore, be genuinely intended as such. It must not be used as a substitute for punitive action appropriate under the UCMJ. EMI assigned must be logically related to the deficiency to be corrected.

4. Implementation. EMI within NRD New York shall be implemented, when required, within the following limitations:

a. EMI normally shall not be conducted for more than two hours per day.

b. EMI may be conducted at a reasonable time outside normal working hours.

c. EMI shall not be conducted over a period that is longer than necessary to correct the performance deficiency for which it was assigned.

d. EMI should not be conducted on the service member's Sabbath.

e. EMI shall not be used for the purpose of depriving the service member of normal liberty to which the member is otherwise entitled. A service member who is entitled to normal liberty must be permitted to commence such liberty after completion of EMI.

5. Authority. Per reference (a), the CO has delegated this authority as follows:

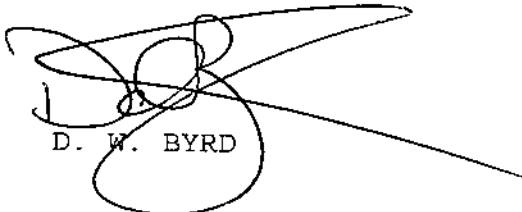
a. Authority to assign EMI, not to exceed 20 hours, to Officers within their subordinate Chain of Command is delegated to the Executive Officer.

b. Authority to assign EMI for Enlisted personnel within their subordinate Chain of Command is delegated to the Executive Officer, Department Heads, Division Officers and Leading Chief Petty Officers as follows:

- (1) Leading Chief Petty Officers - not to exceed 8 hours
- (2) Division Officer - not to exceed 15 hours
- (3) Department Heads/DRB - not to exceed 20 hours
- (4) Executive Officer - as considered appropriate

6. Record Keeping. When EMI is assigned, an entry shall be made in the individual's division officer file. The entry shall include the deficiency, time required to correct the deficiency, and corrective EMI that was assigned. Enclosure (1) shall be used as a format for EMI assignment.

7. Action. To ensure thorough understanding of EMI and its rationale at all levels, application of the policy must be fair, reasonable, and nondiscriminatory at all levels of the command if it is to serve its objective of reinforcing good order, discipline and command efficiency.

  
D. W. BYRD

EMI ASSIGNMENT FORMAT

From: (Assigning Chief or Officer)

To:

Via: Department Head or Division Officer

Subj: EXTRA MILITARY INSTRUCTION (EMI) ASSIGNMENT ICO

Ref: (a) NAVCRUITDISTNYINST 1620.1

1. Per reference (a), you are assigned Extra Military Instruction during/after (circle one) normal working hours as a result of the following deficiency:

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2. Extra Military Instruction assigned: (date, time, place, supervisor, assignment)

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3. Your EMI will end on \_\_\_\_\_.

Signature